IDACS/NCIC 2000 Project

During the month of May the IDACS/NCIC 2000 project team held IDACS upgrade regional meetings to provide an overview of the new system.

Project Status:
The project consists of five (5) phases – contract execution, design, development, deployment and acceptance. We are currently in phase II, the most important of all phases.

Timeline:
May 31- October
*Programming-State Police & DataMaxx/CPI Open Fox.

*Network Upgrade – through February 2004.

*Implementation.

*Deployment/installation of workstation Clients.

*Cutover to new IDACS system for live operation.

The Work Station:
The stand alone "terminal agency" can use a Pentium II or higher based PC with 128 (plus) random access memory (RAM), 20 GB (plus) hard disk drive and Windows 95, 98, or Windows 2000 Professional (2000 Professional highly preferred).

This is the minimum requirements for the IDACS application. If the workstation will be used for any other applications, such as CAD/RMS, or even Word and Excel, more memory, disk space and processor power should be considered.

The workstation client is automatically updated with new forms each time the application is started. The form menu provides access to all transaction forms available to the user. The menu panel will cascade as the user narrows their selection from the choices available to them. Selecting the appropriate transaction will close the menu and open the desired transaction form. The user completes the transaction by entering data into the transaction data fields. For any field that is validated by a value list, the user may access a list of field values by clicking the value list control.

After selecting a value from the list, the correct data is inserted into the data field.

As the user enters data into the fields, the system automatically checks to ensure that only valid values are entered. Entering an incorrect value into a field causes an error dialog to be displayed. After entering all available data, the user transmits the transaction by clicking the "transmit" control. The system does a final check to ensure that all data fields are accurate and required fields contain data.
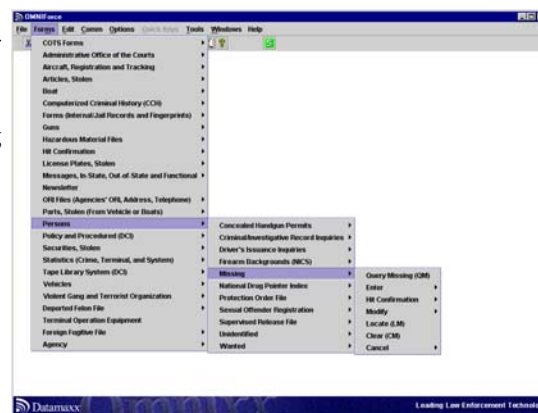
After transmitting, the Message Window is opened allowing the operator to review the responses.

Field Value List Control
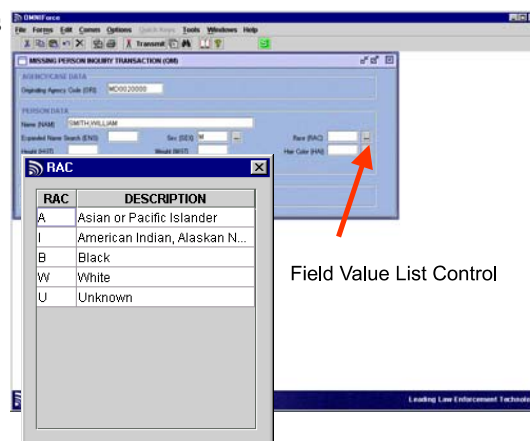
Secondary Dissemination

The IDACS Section has been recently receiving questions on the policy of disseminating IDACS information to non-criminal justice agencies. Because of the number of questions recently received concerning this issue, below is a reprint of this policy to help alleviate any questions that agencies may have.

(Reprinted from the 1st quarter 1996 IDACS News)

Effective February 12, 1996, the Superintendent of the Indiana State Police implemented the following policy concerning the dissemination of IDACS information to non-criminal justice personnel:

In the past, it has been the policy not to release IDACS information to members of the general public who inquire as to whether a firearm, vehicle or other property article is stolen. There is no federal law or policy prohibition against secondary dissemination of the information obtained from NCIC other than that **concerning criminal history and gang file information.** Likewise, there is no state law which prohibits the dissemination of NCIC record information as a part of the performance of our official duties. We have an obligation to inform the general public of the existence of an NCIC record, and therefore, the following policy will apply to the dissemination of NCIC record information.

The following IDACS/NCIC stolen file information my be released to the general public:

ARTICLES, BOATS, GUNS, LICENSE, VEHICLES

If the request is made by telephone, the caller must provide his/her full name and address as well as any other contact telephone number, before any inquiry is made. The caller is to be notified that the inquiry will be made and he/she will be contacted concerning the results of that inquiry. This policy will ensure that the caller can be identified in the event of a delayed hit response or when a situation arises where there is a need to contact the individual. The caller must be informed that the inquiry results do not guarantee that the property is not stolen and that the results are based solely on the search criteria provided.

 Agencies must set their own policy on whether or not to release stolen file information using the above standards as a minimum.

> **Agencies must set their own policy on whether or not to release stolen file information using the standards stated as a minimum.**

Regional Centers and MDT Agencies Certified Operator List

All regional centers and MDT agency coordinators are again reminded, to be in compliance with IDACS rules and regulations, a current certified operator list must be submitted to IDACS every other month (Feb., Apr., June, Aug., Oct., Dec.). The list should include the following:

MDT'S:

1. Operator's Name
2. Password
3. Certification date
4. Re-certification date

Regional Centers:

1. Operator's Name
2. Password
3. Certification date
4. Re-certification date
5. Identify full or inquiry access

The list should identify the agency name, the date the list was prepared or sent and the name of the person submitting or preparing the list. Several agencies are still not complying with these procedures as required by IDACS. These lists are subject to audit and failure to comply could result with a notice of violation.

Reminder to the coordinators

ORION FILE UPDATE:

If your agency was affected by the area code change to update the ORION files use screen 018 to modify the pertinent information.

REQUESTING AN OID:

When requesting an OID you must insure that you have run III on the applicant to include all aliases, maiden names etc. Be sure to include the results of the inquiry in your letter requesting the OID.

The letters "NR" may be used to indicate no record found. If there is no record found on the applicant, you need not send a copy of the III. The letters "RF" may be used to indicate a record was found. If a record was found it is the responsibility of the requesting agency to provide a copy of the III plus disposition from the court.

These documents must be reviewed by the IDACS Committee prior to an OID being awarded.

It is also very important that you identify if your requesting an OID for an applicant who has held an OID (past or present) at any other agency. You need to run III, and fingerprint these operators just as you would a brand new operator.

Fingerprint cards should be sent to IDACS in an envelope addressed to:

Indiana State Police

ATTN: IDACS Administrator

Indiana Government Center North

Room N340

100 North Senate Avenue

Indianapolis, IN. 46204

DO NOT send fingerprint cards using the standard "Central Repository" envelope used to ship

Offender Cards to State Police Central Records.

Cards sent in such pre-addressed envelopes may not reach IDACS.

Brand new operators have six months after their OID has been assigned to become IDACS certified. **In accordance with your Terminal Agency Agreements, such an operator cannot be left alone to run the system without a certified operator on the shift within the facility.**

Also remember when an operator leaves your agency, it is the coordinators responsibility to send a written request to have the departing operator's OID cancelled.

New BMV Laws for 2002 Implementation

Starting January 1, motorist will be able to register a motor vehicle in any county.

AGE 18/21 INDICATOR:
Driver's licenses that are issued to person's ages 21 or younger will contain a box that indicates the motorist's 18th or 21st birthday.

STAGGERED VEHICLE REGISTRATION:
In 2003, the state law requires registration renewal deadlines on the 15th and the final day of each month in the Bureau's registration cycle. However, all vehicles registered in January expire at the end of the month.

Example: the registration deadline for a person named John Hart previously was May 31.
Under the new state law, Mr. Hart's deadline in 2003 will be May 15.

Expiration stickers for most passenger vehicles that expire on the 15th of a month will have a solid color background with black numerals. Vehicles that expire at the end of the month will have a solid color background, with the deadline date contained in a black box. The first deadline will not occur until February 2003.

CROSS COUNTY VEHICLE REGISTRATION:
The General Assembly passed a new provision that provides greater convenience for motorist. As of January 1, 2002 motorists were able to register a motor vehicle in any county. Previously, motorists were required to register in the county where they resided.

License branches now will maintain an inventory of license plates for every county. When an out-of county motorist renews a vehicle registration and the branch does not have the appropriate license plate in stock, the BMV staff will issue a 30-day temporary license plate.

DELIQUENT RENEWAL FEES:
As of January 1, 2002 any vehicle registration or drivers license that is registered *after* the deadline date will incur a $5 delinquent fee. There is a grace period, and the fine will not be issued when a due date is on a state holiday or when a license branch is closed due to a catastrophic event.

INDIANA '00
D.A.R.E ID 0000
D.A.R.E. INDIANA

NCIC Article Inquiry Batch Processing Message Keys

To inquire upon several articles at one time and an immediate response is not required from NCIC, new message keys of QAB and ZAB now exist. This will allow agencies to submit several inquiries to IDACS and NCIC, which will alleviate a NCIC queue backlog, especially between the hours of 8 a.m. and 4 p.m. Monday through Friday.

The use of the new message keys QAB and ZAB will provide some relief to the slow response time from NCIC. The IDACS response will be received immediately and the inquiry to NCIC will be delayed until the NCIC queue is at an accept-able level. Once the NCIC queue is below that level, the next NCIC inquiry in the Article Batch queue will be sent to NCIC for processing. A caveat will be received "NCIC ARTICLE QUERY DELAYED FOR PROCESSING LATER".

Responses from NCIC will be received based on the number of messages in the NCIC queue.

Responses from NCIC will be received based on the number of messages in the NCIC queue. A response could be received immediately or take up to several hours.

The implementation of Article Batch processing is a scaled down NCIC 2000 Batch Processing Procedure. For further information refer to the NCIC 2000 Operating Manual Article File , Section 5.6.

INQUIRY

```
079        ARTICLE  INQUIRY




           OID/

           ENT/TEST

           MKE/QAB

           ORI/



           INQUIRY  INFORMATION



           TYP/OTELEPH


           SER/SJN8988B
```

IDACS RETURN

```
IDACS
06/25/02  0953
INISP0011
TEST
ARTICLE INQUIRY HIT RESPONSE

MKE/EA          (STOLEN ARTICLE)
ORI/INIPS0019  ORN/ID PROPERTY   CLS/1
TYP/OTELEPH SER/   SJN8988B  BRA/MOTORO
MOD/     OAN/        DOT/06212001
MIS/CELLULAR
IDX/A011930659    NIC/A123456789
IMMED CONFIRM RECORD WITH ORI
```

NCIC RETURN

```
    09:53 25June02 NCIC ARTICLE QUERY DELAYED FOR PROCESSING LATER


                          MSG WAITING
```

A Milestone for IDACS/NCIC

A new daily IDACS transaction record of 873,776 was attained on March 8, 2002. This figure has surpassed the previous record of 870,903 that was attained on March 2, 2001. The present IDACS message switching application has been in place since spring of 1988. Daily transactions have more than doubled since then. Statistics were not kept on a routine basis until 1992. During that year the average daily transaction was 414, 307.

On March 15, 2002, the FBI's National Crime Information Center (NCIC) set a new record for transactions processed on a single day, with 3,295,587.
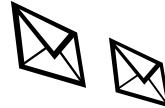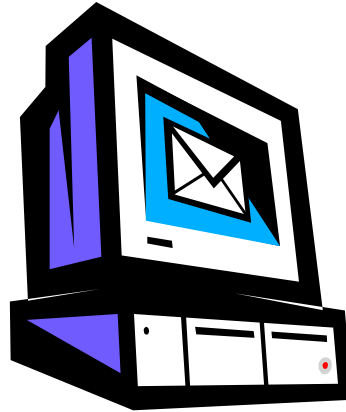
The average response time for these transactions was .1467 second. Response time is the time it takes for NCIC to receive, process and respond to the inquiry. The 2002 year-to-date averages have been 2.8 million transactions per day with an average response time of .16 second.

NCIC was implemented by the FBI in 1967, processing 2 million transactions during it's entire year of operation. Recent average daily transactions were approximately 1 million per day in 1991, and 2.1 million per day in 1999.

IDACS COMMITTEE MEETING HIGHLIGHTS March 5, 2002

The IDACS Committee meeting was held on Tuesday March 5, 2002 at the Warren Township Library. Area I, II and V Representatives were reminded that elections for Area Representatives had to be held before the September IDACS Committee Meeting, as the new elected officials must be in attendance for that meeting.
The new system upgrade was discussed at length. The contract-signing amount for the upgrade is 4.2 million and the application side should be finished December 2002.
The FBI will be in Indiana the week of August 19th, 2002 for the bi-annual audit. The Missing Persons File and Criminal History were big issues during the last audit and all agencies were encouraged to take a close look at their records to make sure they are complete and accurate as possible. This year the Protection Order File will be audited and entries should be double-checked.
No other problems were brought up and the meeting was adjourned. The next IDACS Committee Meeting will be held on Thursday July 18, 2002 at 10:30 a.m. at the Warren Township Library on East 21st St., Indianapolis, IN. The meeting is open to all interested persons. The following meeting will be held on September 3, 2002 at the Warren Township Library on East 21st St., Indianapolis, IN.

INDIANA MISSING CHILDREN GUIDELINES

Federal and state law forbids the establishment of a waiting period for reporting a missing child.

The Indiana General Assembly established the Indiana Missing Children Clearinghouse (IMCC) in 1985. The Clearinghouse is intended to serve as the State Central Repository for all information on missing children from Indiana or believed to be in Indiana. The IMCC is located within the Indiana State Police Headquarters.

Indiana Code 10-1-7-2 – defines the criteria for designating a missing child as:

1. Under the age of 18 years old.

2. Believed to be a temporary or permanent resident of Indiana.

3. At a location that cannot be determined by the person's parent or legal custodian.

4. Reported missing to a law enforcement agency.

or

a temporary or permanent resident of Indiana; and a victim of the offense of criminal confinement or interference with custody.

Federal and state law forbids the establishment of a waiting period for reporting a missing child.

Indiana Code 31-36-1-1 thru 31-36-1-4 – defines law enforcement's responsibilities as:

1. Prepare a report on the missing child that includes information that the law enforcement agency determines is relevant that is obtained in the course of the notification about the missing child, including physical description, date and place of birth, name and address of the last school attended by the child, if any.

2. Maintain information or evidence gathered by a preliminary investigation, if one was made.

3. **Include a statement by the law enforcement officer in charge setting forth that officer's assessment of the case based upon the evidence and information received.**

4. **Not later than**

fifteen (15) days after completion of the report, **the law enforcement agency shall forward the contents** of this report to the last:

(1) child care center or child care home in which the child was enrolled; or

(2) school the child attended in Indiana; if any:
    if the child is less than thirteen (13) years of age.

Along with sending the IMCC a case report as mandated by IC 31-36-1-3, the Clearinghouse should also be provided a photo of the missing child. The photo, the child's name, and the agency handling the case, will be published on the state's website **(www.state.in.us/isp)** and in the state's quarterly Missing Children Bulletin. Additional information may be obtained by calling the MCCH at 1-800-831-8593.

NAME :BRANDON MICHAEL HICKS
ALIAS:
DATE MISSING: 03/20/92
LOCATION LAST SEEN:
DESCRIPTION
 Brandon is a white male (date of birth 05/02/85). At the time of his disappearance, he was 4'0" tall and weighed 62 lbs. He has brown hair and brown eyes.
IDENTIFYING INFORMATION: Dimple in chin.
CLASSIFICATION:
 MISSING PERSON-INVOLUNTARY
 * Photo age progressed.
CONTACT:
 Officer Coudrett Montgomery County Sheriff's Department P.O. Box 663, Crawfordsville, IN 47933
 (317) 362-3740
 case # 92-272

Unique Serial Numbers

It has recently been discovered that several different articles that have been entered into IDACS/NCIC did not have unique serial numbers. Some of the articles that were entered with non-unique serial numbers have been cancelled by IDACS or NCIC, and other entries have remained in file because of a slightly different description of the article.
Some articles such as cellular phones, power drills, CD Players and some computers have non-unique serial numbers. Many manufacturers recycle or reuse serial numbers and some items that are sold in a box that have a serial number listed is in actuality a model number, shipping number or an inventory number.

To enter an article into IDACS/NCIC, it must have a unique manufacturer serial number or owner applied number. Before making the entry however, an inquiry should be made to ensure that an entry has not been already made using the same serial number. If a hit or multiple hits are received, then the article does not have a unique serial number and it should not be entered.

If the recovering agency cannot identify the article from other hits, then the legality of an arrest or seizure of the article may be at question. If the article appears to have a non-unique number, contact the manufacturer, store or dealer of the product. If they cannot help obtain a unique serial number the item cannot be entered into the system.

> **If the Article appears to have a non-unique number, contact the manufacturer , store or dealer of the product. If they cannot help obtain a unique serial number the item cannot be entered**

The CJIS Link
(Information about CJIS was obtain from the CJIS Division Homepage)

The Criminal Justice Information Services connects local, state and federal law enforcement. It is the largest division within the FBI.

Programs that were initially consolidated under the CJIS Division include the National Crime Information Center (NCIC), Uniform Crime Reporting (UCR), and Fingerprint Identification. In addition, responsibility for several ongoing technological initiatives were also transferred to the CJIS Division, including the Integrated Automated Fingerprint Identification System (IAFIS), NCIC 2000, and the National Incident-Based Reporting System (NIBRS).

The Complex

In January 1991, the FBI purchased 986 acres of land in Clarksburg, West Virginia, on which to construct the home of the CJIS Division. Construction started in October 1991 and was completed in July 1995, on-time and under budget.

The heart of the complex is the 500,000-square foot main office building. Constructed in a modular design, this building is nearly the length of three football fields. It features a 600-seat cafeteria, a 500-seat auditorium, atria for visitors and employees, and a 100,000-square-foot computer center.

The CJIS Mission

REDUCE CRIMINAL ACTIVITY by maximizing the ability to provide timely and relevant criminal justice information to the FBI and to qualified law enforcement, criminal justice, civilian, academic, employment, and licensing agencies concerning individuals, stolen property, criminal organizations and activities, and other law enforcement related data.

The CJIS Link

CJIS publishes a newsletter, the CJIS Link, if you are interested in getting on the CJIS mailing list send a letter on your official department letterhead requesting to be added to the mailing list. Include your ORI and attention line (example IDACS coordinator or radio supervisor, they will not mail to a specific name).

Mail to:
Attn: Communications Unit
Criminal Justice Info Services Division
FBI- Module D-3
1000 Custer Hollow Rd.
Clarksburg, WV 26306-0154
Or FAX to:
(304) 625-5394.

IDACS will soon be on the web. Details will be forthcoming!

IDACS Staff	**Data Operations Center Staff**
Program Director *Andre' Clark*	**Supervisor** *Carrie Hampton*
IDACS System Coordinator *Michael Dearinger*	**Day Shift (0700-1500)** *Eric R. Macy (working leader)* *LaJuan Harris*
Administration *Ala Munn* *Holly White*	*Tamara Whatley*
IDACS Security *Sgt. John Clawson* *Sgt. John Richards*	**Evening Shift (1500-2300)** *Patricia Cork (working leader)* *Patsity Epps* *Leldo Ba*
IDACS Training *Kelly Dignin* *Larry McRae* *Vivian Nowaczewski* *Troy Scott*	**Night Shift (2300-0700)** *Jasmine O. Munn (working leader)* *Brian Thayer* *Wayne Eric Swift*
Information Security Officer (ISO) *Dennis Eaton*	